

# Licensing Committee - Hackney Carriage/Private Hire Appeals Meeting

**Grand Jury Room, Town Hall, High Street,  
Colchester, CO1 1PJ  
Friday, 07 July 2017 at 10:00**

**The Licensing Committee** hears and determines licensing applications and appeals under the Local Government (Miscellaneous Provisions) Acts for hackney carriages and private hire vehicles and drivers

# **Information for Members of the Public**

## **Access to information and meetings**

You have the right to attend all meetings of the Council, its Committees and Cabinet. You also have the right to see the agenda, which is usually published 5 working days before the meeting, and minutes once they are published. Dates of the meetings are available at [www.colchester.gov.uk](http://www.colchester.gov.uk) or from Democratic Services. Occasionally meetings will need to discuss issues in private. This can only happen on a limited range of issues, which are set by law. When a committee does so, you will be asked to leave the meeting.

## **Have Your Say!**

The Council values contributions from members of the public. Under the Council's Have Your Say! policy you can ask questions or express a view to most public meetings. If you wish to speak at a meeting or wish to find out more, please refer to Attending Meetings and "Have Your Say" at [www.colchester.gov.uk](http://www.colchester.gov.uk)

## **Audio Recording, Filming, Mobile phones and other devices**

The Council audio records all its public meetings and makes the recordings available on the Council's website. Audio recording, photography and filming of meetings by members of the public is also permitted. The discreet use of phones, tablets, laptops, cameras and other such devices is permitted at all meetings of the Council, with the exception of Committee members at all meetings of the Planning Committee, Licensing Committee, Licensing Sub-Committee and Governance Committee. It is not permitted to use voice or camera flash functionality and devices must be kept on silent mode. Where permitted, Councillors' use of devices is limited to receiving messages and accessing papers and information via the internet.

## **Access**

There is wheelchair access to the Town Hall from St Runwald Street. There is an induction loop in all the meeting rooms. If you need help with reading or understanding this document please use one of the contact details at the bottom of this page and we will try to provide a reading service, translation or other formats you may need.

## **Facilities**

Toilets with lift access, if required, are located on each floor of the Town Hall. A vending machine selling hot and cold drinks is located on the ground floor.

## **Evacuation Procedures**

Evacuate the building using the nearest available exit. Make your way to the assembly area in the car park in St Runwald Street behind the Town Hall. Do not re-enter the building until the Town Hall staff advise you that it is safe to do so.

Library and Community Hub, Colchester Central Library, 21 Trinity Square, Colchester, CO1  
1JB

telephone (01206) 282222 or textphone 18001 followed by the full number you wish to call

e-mail: [democratic.services@colchester.gov.uk](mailto:democratic.services@colchester.gov.uk)

[www.colchester.gov.uk](http://www.colchester.gov.uk)

## **Licensing Committee Procedure relating to Hackney Carriage Licences and Private Hire Vehicle Licences made under the Local Government (Miscellaneous Provisions) Acts**

- (1) All questions and statements will be directed through the Chairman.
- (2) The Chairman will make opening remarks which introduce those present and ensuring that all those present understand the procedure.

### The Council's case:-

- (3) The Council's representative will begin with their opening remarks and present their case.
- (4) The Council's witnesses (if any) will give evidence in support of the Council's case.
- (5) The Council's representative and/or representative may question the Council's witness again to clarify any points which may have arisen.

### Submission from the Applicant:-

- (6) The Applicant and/or representative will begin with their opening remarks and present their case.
- (7) The Applicant's witnesses (if any) will give evidence in support of the

### Applicant's case:-

- (8) The Applicant and/or representative may question the Applicant's witness again to clarify any points which may have arisen.
- (9) Each party and their witnesses may be questioned by the Chairman and members of the Committee.
- (10) Each party may question their witness again to clarify any points which may have arisen.
- (11) If the Applicant or the objectors wish to question each other, questions may be directed through the Chairman.
- (12) Closing Statements may be made by the Council and/or representative.
- (13) The Chairman will ask the Legal Advisor whether there is anything else to be raised or settled before the proceedings are closed.

### Determination of the application by the Committee

- (14) The Applicant and/or representative, the objectors, Ward Councillors, the representatives from the Council and the members of the public and the press will leave the room to allow the Committee to determine the application. During this process the Committee members may ask for legal advice from the Legal Advisor.
- (15) The Applicant and/or representative, the objectors, Ward Councillors, the representatives from the Council and the members of the public and the press will be invited to return to the room when the Committee's decision will be announced. Written details of the decision and the grounds upon which it is based will be sent to all parties concerned as soon as possible.

**COLCHESTER BOROUGH COUNCIL**  
**Licensing Committee - Hackney Carriage/Private Hire Appeals**  
**Friday, 07 July 2017 at 10:00**

**Members:**

Dave Harris - Member, Darius Laws - Member, Julie Young - Member

**Substitutes:**

All members of the Council who are not Cabinet members or members of this Sub-Committee and who have completed the relevant training.

**AGENDA - Part A**  
(open to the public including the press)

**Members of the public may wish to note that Agenda items 1 to 5 are normally brief.**

- 1     **Appointment of Chairman**  
To appoint a Chairman for the meeting.
- 2     **Welcome and Announcements**
  - a)    The Chairman to welcome members of the public and Councillors and to remind all speakers of the requirement for microphones to be used at all times.
  - (b)   At the Chairman's discretion, to announce information on:
    - action in the event of an emergency;
    - mobile phones switched to silent;
    - the audio-recording of meetings;
    - location of toilets;
    - introduction of members of the meeting.
- 3     **Substitutions**  
Members may arrange for a substitute councillor to attend a meeting on their behalf, subject to prior notice being given. The attendance of substitute councillors must be recorded.

#### 4 **Declarations of Interest**

The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda. Councillors should consult Meetings General Procedure Rule 7 for full guidance on the registration and declaration of interests. However Councillors may wish to note the following:-

- Where a Councillor has a disclosable pecuniary interest, other pecuniary interest or a non-pecuniary interest in any business of the authority and he/she is present at a meeting of the authority at which the business is considered, the Councillor must disclose to that meeting the existence and nature of that interest, whether or not such interest is registered on his/her register of Interests or if he/she has made a pending notification.
- If a Councillor has a disclosable pecuniary interest in a matter being considered at a meeting, he/she must not participate in any discussion or vote on the matter at the meeting. The Councillor must withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Where a Councillor has another pecuniary interest in a matter being considered at a meeting and where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Councillor's judgement of the public interest, the Councillor must disclose the existence and nature of the interest and withdraw from the room where the meeting is being held unless he/she has received a dispensation from the Monitoring Officer.
- Failure to comply with the arrangements regarding disclosable pecuniary interests without reasonable excuse is a criminal offence, with a penalty of up to £5,000 and disqualification from office for up to 5 years.

#### 5 **Exclusion of the Public (not Scrutiny or Executive)**

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public, including the press, from the meeting so that any items containing exempt information (for example confidential personal, financial or legal advice), in Part B of this agenda (printed on yellow paper) can be decided. (Exempt information is defined in Section 100I and Schedule 12A of the Local Government Act 1972).

**Flow Chart**

7 - 8

### **Part B**

(not open to the public including the press)

- 6     *Hackney Carriage/Private Hire Appeal A*  
      see report by Head of Professional Services
- 7     *Hackney Carriage/Private Hire Appeal B*  
      see report by Head of Professional Services
- 8     *Hackney Carriage/Private Hire Appeal C*  
      see report by Head of Professional Services

e-mail: [licensing.committee@colchester.gov.uk](mailto:licensing.committee@colchester.gov.uk)  
website: [www.colchester.gov.uk](http://www.colchester.gov.uk)

## The Hackney Carriage/Private Hire Drivers' Appeal Process – New Applicant



